



Natural Resources Conservation Service
State Office
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Stillwater, OK 74074-2655
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August 15, 2003

OKLAHOMA BULLETIN NO. OK440-3-18

SUBJECT: PGM – Guidance for Filing Environmental Quality Incentives Program (EQIP) Contracts Transferred to NRCS by the Farm Service Agency (FSA)

Purpose: To provide guidance for filing EQIP contract files developed through FY 2002 that will be transferred to NRCS by FSA according to the Memorandum of Agreement (MOA) dated March 24, 2003.

Expiration Date: September 30, 2003

Original guidance for transfer of EQIP contract files from FSA to NRCS was provided in FSA OK Notice CONOP-16. The initial attempt to transfer was temporarily postponed due to the need to ascertain what documents FSA must retain. Since that time, FSA OK Notice CONOP-67 [Supplement to Notice CONOP-16 (EQIP Files), with a copy of the MOA] was provided to the FSA county offices which outlines file transfer requirements and establishes July 31, 2003, as the completion date for the transfer. The NRCS District Conservationist (DC) and FSA County Executive Director (CED) are to coordinate the orderly transition of the files and allow adequate time for integrating these files into existing file systems.

With the exception of the CCC-1245, Practice Approval and Payment Application, NRCS will maintain all original signature copies of all EQIP contract documents which had been previously maintained by FSA. These original copies will be maintained in existing NRCS contract file folders. Duplicate copies of required forms may be discarded when replaced with the original signature document. Attached is a six-part folder guide for filing essential contract documents [CPM 515.111(a), referencing GM-120, Part 404]. When transferred from FSA, NRCS will file the original signature documents accordingly. DCs are responsible for maintaining the original documentation while providing guaranteed access to FSA (outlined in the MOA). FSA will continue to retain allocation control ledgers, reports, and statistical summaries, and will guarantee access to NRCS. NRCS DCs are directed to review the contents of FSA OK Notice CONOP-67 to become familiar with the file transfer process, payment processing, and file access requirements outlined in the MOA. Additional guidance will be provided as an Oklahoma Supplement to the EQIP Manual when it becomes available.

(MORE)

DIST: AO

Summary

- ✓ Review FSA OK Notice CONOP-16 and CONOP-67.
- ✓ Review attached MOA.
- ✓ Coordinate the orderly transition of EQIP files from FSA to NRCS.
- ✓ File original signature documents (with the exception of the CCC-1245) in existing NRCS contract files according to attached 6-part file folder guide.
- ✓ Provide guaranteed access to appropriate documents by both agencies.

Questions concerning this and other conservation program issues should be directed to the appropriate Zone Program Liaison; Kevin Norton, ASTC (Programs) at (405)742-1236; or Lanny Miller, RS, at (580)336-5515.

/s/ John Glover, Acting For

M. DARREL DOMINICK
State Conservationist

Attachment

EQIP contracts will be assembled, with the original signature documents (with the exception of the CCC-1245), in six-part folders accessible to FSA from top to bottom as follows (GM120, Part 404):

(1) First Cover:

- (i) Conservation Program Application/Contract (CCC-1200; 7/2003 version required for FY 2003 contracts), EQIP Appendix to Form CCC-1200, Non-compliance (NRCS-LTP-153), Violation (NRCS-LTP-151, Transfer (NRCS-LTP-152), Termination, etc.
- (ii) Payment Eligibility Average Adjusted Gross Income Certification (CCC-526), Limited Resource Determination Information (copy of on-line tool worksheet, if applicable)
- (iii) Application Evaluation Worksheet (CCC-1201), Applicable Ranking Worksheet

(2) Second Cover:

- (i) Status Review (NRCS-LTP-13, latest on top)
- (ii) Manual NRCS-CPA-6 or suitable electronic documentation
- (iii) General correspondence, including Application Status Letter (date order, most recent on top)

(3) Third Cover:

- (i) Conservation plan map and legend
- (ii) Soil map
- (iii) Soil interpretive information

(4) Fourth Cover:

- (i) Conservation Plan/Contract Support Document (AD-1155 or earlier versions if before FY 2003)
- (ii) Revision or modification (AD-1156 or earlier versions if before FY 2003) of the Conservation Plan/Contract Support Document (latest action on top),
- (iii) Cross references to other programs that may be contributing to the implementation of the plan

(5) Fifth Cover:

- (i) Job sheets and worksheets (referenced from Conservation Plan)

(6) Sixth Cover:

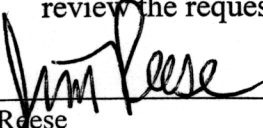
- (i) Practice Approval and Payment Application (copy of CCC-1245, original to FSA; latest on top), Producer Disbursement Transaction Statement (from FSA), Practice Receipts, Actual Cost of Installing Practices (OK-LTP-11)
- (ii) Joint agreement, if any
- (iii) Checkout notes and other supporting documentation

MEMORANDUM OF AGREEMENT
BETWEEN THE
OKLAHOMA STATE EXECUTIVE DIRECTOR
AND THE
OKLAHOMA NRCS STATE CONSERVATIONIST

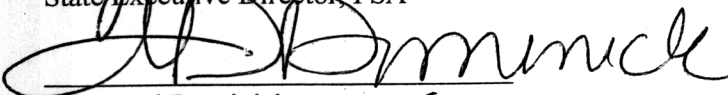
EQIP Files Locations

The Oklahoma State Executive Director and the Oklahoma NRCS State Conservationist mutually agree on the following EQIP Files Locations:

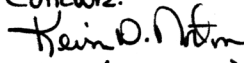
1. FSA will retain allocation control ledgers, reports, and statistical summaries, with NRCS having guaranteed access.
2. NRCS will retain the EQIP contract folders for all contracts effective through 2002, with FSA having guaranteed access to the contract folders, specifically the CCC-1245 and Producer Disbursement Transaction Statements.
3. NRCS will compile and retain 2003 EQIP contract folders, excluding the original CCC-1245 and Producer Disbursement Transaction Statements. NRCS will retain a copy of the CCC-1245 in the EQIP contract folders. FSA will provide NRCS a copy of the Producer Disbursement Transaction Statement for the contract folder. FSA will retain the original CCC-1245 and Producer Disbursement Transaction Statement. Each agency shall have guaranteed access to these files.
4. FSA will maintain all official files related to EQIP appeal cases. Each agency shall have guaranteed access to these appeal files.
5. FSA EQIP files, that have been archived to date, will remain in FSA custody with access guaranteed to NRCS.
6. Guaranteed access is defined as the requesting and supplying of documentation in a timely manner that will not impair the servicing of the EQIP participant or impair the agency's ability to discharge their respective responsibilities. Guaranteed access does not equal open access to each agency's filing system.
7. It is recognized that there may be other filing situations that are workable between agencies at the local level, i.e., central filing locations. In these situations, the county offices will forward a request in writing to the NRCS State Conservationist or the FSA State Executive Director, and the NRCS State Conservationist and FSA State Executive Director will review the request and make a determination.


Jim Reese
State Executive Director, FSA

3/24/03
Date


M. Darrel Dominick
State Conservationist, NRCS

3/24/03
Date

Concur.

ASTC (Programs)
3/24/2003